



AGRONOMISTS
WORLD
ACADEMY
FOUNDATION

FONDAZIONE DELL'ACCADEMIA MONDIALE DEI DOTTORI AGRONOMI, DEI DOTTORI AGRONOMI
FORESTALI E DEGLI INGEGNERI AGRONOMI

AGRONOMISTS WORLD ACADEMY FOUNDATION

<i>General Regulations</i>	<i>Number</i>	<i>Year</i>	<i>Author</i>	<i>Estensor</i>
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AGRONOMISTS WORLD ACADEMY
FOUNDATION
www.academy.foundation

Governing Council Act no. 1 of 30.04.2021

GENERAL REGULATIONS

Guidelines

2021

According to Article 14 of the STATUTE

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General Regulations

This document summarises the indications of Article 14 paragraph b) of the Foundation's Statute *"The Board of Directors will adopt regulations to determine the criteria for the administration of the Foundation and the use of its funds"*, and of Article 14 paragraph q) *"The Board of Directors will approve regulations for the functioning of the Scientific Committee and the Advisory Bodies"*

These regulations are of a dynamic nature and will be periodically reviewed and updated to include any structural, organisational, regulatory or statutory changes within the Foundation.

The formulation of the Regulations of the Foundation known as the "AGRONOMISTS WORLD ACADEMY FOUNDATION" (constituted by notarial deed on 4th AUGUST 2020, rep. no. 80.810 - file 25.613) implements the planning of the contents of the Articles of Association, the Statute and the organisational model.

It defines the Foundation's organisational structure, the distribution of the powers of the administration, its activities and bodies and the way in which tasks and functions are performed.

The Foundation is registered in accordance with Articles 3 and 4 of the Decree of the President of the Italian Republic 10/02/2000 No. 361 in the Register of Legal Entities at the Prefecture of Perugia under no. 1255 General Part and no. 1256 Analytical Part.

Art. 1 – The Constitution of the Endowment Fund and the Management Fund

A share of subscriptions from the Founding Members and Participants is allocated to the Endowment Fund and the Management Fund, established in accordance with the provisions of Articles 5 and 6 respectively of the Statute. This amount is established by the Board of Directors each year when the annual budget is approved.

Art 2 – The Organisational Structure of the Foundation

These Regulations refer to the organisational structure of the Foundation, as set out in Articles 12, 14 and 26 of the Statute, which includes:

- The Board of Founders
- The Board of Directors
- The President
- The Executive Committee
- The Chief Executive Officer
- The Board of Participants
- The Scientific Committee

- The Scientific Director
- The Sole Auditor
- The Honorary President
- The Honorary Committee
- Advisory Committees
- Cultural Advisors

Methods of nomination/appointment, the members and the general activity of these bodies are also regulated in detail by the Statute.

Art. 3 – Official languages and languages used in institutional and commercial relationships

The official languages are those relating to the various associated components of the founders and members. The language that can be used for administrative and commercial purposes is the language of the country in which recognition as a Legal Entity has been requested and where the registered office is located. As the registered office and recognition as a Legal Entity are both in Italy, the administrative activities of the Foundation's various bodies must be recorded and formalised in Italian.

As regards international relations and the Foundation's various external activities, the official language is English.

Whenever possible, the Foundation will provide a translation into the main official languages, which will be provided for in its budget.

Art. 4 – Acquiring Founder Member status – Natural Persons and Legal Entities

Within three years of the establishment of the Foundation, upon the proposal of the Founder or Founders, the Board of Directors may award the prerogatives due to the Founders to natural persons or legal entities that have contributed (or will contribute) in a significant way to the activity of the Foundation through assets, financial contributions, or work of their own.

In particular, the Board of Directors may award the status of Founder Member according to the following parameters:

- **Natural Persons**

Founder Member status may be acquired by paying a minimum subscription of € 5.000,00 in financial contributions or equivalent assets, or by providing their services free of charge for 3 years.

- **Legal Entities**

Founder Member status may be acquired by paying a minimum subscription of € 20.000,00 in financial contributions or equivalent assets.

Art. 5 – Acquiring Participant status – Natural Persons and Legal Entities

Under Article 9 of the Statute, the status of "Supporting Participants" is attributed to natural persons or legal entities, both public and private, bodies or associations (including unrecognised ones) or other national and international institutions, which share the aims of the Foundation, contribute to its existence and to achieving its aims through annual or multiannual contributions of financial funds, assets or professional activities of particular importance, or by contributing tangible or intangible assets according to the means established by these regulations.

Supporting Participants are admitted by the indisputable decision of the Board of Directors, according to the categories below.

Supporting Participant categories:

- **An “Institutional” Supporting Participant** is an institutional body that shares the aims of the Foundation and intends to support it through tangible assets, intangible assets or financial contributions.
- **A Supporting Participant “by Merit”**, is a natural person, legal entity, body or association that shares the aims of the Foundation and intends to support it by funding projects and activities set out in the Foundation’s multi-year and annual plan, through financial contributions.
- **An “Voluntary” Supporting Participant**, is a subject that provides their professional services for the aims and activities of the Foundation, as well as its projects and initiatives.

The various statuses of Supporting Participants last for as long as their contribution has been duly made or their service has been duly performed.

The terms and minimum amount of Supporting Participants’ contributions will be determined by the Board of Directors at its budget approval meeting.

The Board of Directors may decide to exclude and withdraw Supporting Participants under Article 11 of the Statute. If the President detects behaviour that does not comply with the Foundation's code of conduct, they will propose to the Board of Directors that the Supporting Participant be excluded.

Prerogatives of Supporting Participants

The Foundation allows the categories of Supporting Participants (according to their general and specific contribution to each activity and project) to benefit from visibility and prestige. This is achieved through their adherence to activities and projects, through the display of trademarks, logos, communication and advertising on the Foundation’s portal, in individual projects and, in

particular, for the WAAforAGENDA2030.ORG project, the academy's portal ACADEMY.FOUNDATION, the portal of the *Triennale* for Sustainable Agriculture and the WAAmagazineonline, together with specific promotional initiatives for activities and projects set out in the multiannual and annual management plan.

Supporting Participants will have access to the results of projects and activities, as well as being able to report and propose project ideas for the multiannual plan or ongoing projects. They can visit the Foundation's premises during hours in which they are accessible, take part in all initiatives and events and attend meetings of advisory committees, under Article 10 of the Statute.

The Supporting Participants make up the Board of Supporting Participants under Article 23 of the Statute.

Art. 6 – The Founders' Committee - Rules governing the body and procedures for convening meetings

The Founders' Committee is established under Article 8 of the Statute. The function of the Founders' Committee is to protect, preserve and guide the Foundation's aims as set out in Article 4 of the Statute. It also assesses resolutions made by the Board of Directors in order to verify that they follow the Founders' guidelines for the pursuit of the Foundation's aims. The Founders' Committee establishes guidelines for the multiannual and annual plan and deliberates on issues regarding the management of the Foundation.

The Founders' Committee is chaired by the President of the Foundation.

The Founders' Committee deliberates on the proposal to recognise Founder status under Article 8 of the Statute, to be submitted to the Board of Directors.

The Founders' Committee is convened and chaired by the President and meets at least once a year to analyse, review management performance and define guidelines for the Foundation's multiannual and annual plan. It is convened, whenever necessary, through written notice via e-mail (indicated by the Founder member upon joining) sent at least 7 days in advance, with the list of items to be discussed on the agenda, the meeting place, date and time.

Upon the request of at least one third of its members, the Founders' Committee must be convened within 10 days. However, the meeting is considered valid even in the absence of these convening formalities, if all its members are present.

The Founders' Committee meeting is considered duly constituted if at least 50% of its members are present (both physically present at the meeting place or linked via video or teleconference as set out in Article 14 of the Statute), together with the President or Deputy President (if appointed).

Resolutions are passed if the majority of those present are in favour, unless otherwise stated in Article 14 of the Statute. In the event of equal votes, the Founder has the decisive vote. If the Committee meeting is not duly constituted due its composition, a new Committee meeting must be convened. Notice convening the Committee can specify the date for the second call, at which the Committee will deliberate on the same items that should have been dealt with in the first call.

This second meeting will be considered regularly constituted regardless of the number of Founder Members present and will deliberate with the favourable vote of the majority. The resolutions of the Founders' Committee, in accordance with the law, the Statute and these Regulations, will be binding for all members, even those who are not in attendance or those who dissent.

The minutes of each meeting are usually drawn up by the Foundation's secretary and sent to members by email. The resolutions of the Founders' Committee are immediately enforceable, and the minutes must be ratified at the next meeting. Resolutions made by the Founder's Committee are forwarded to the Board of Directors for deliberation.

Art. 7 – The Board of Supporting Participants – Rules governing the body

The Board of Supporting Participants is made up of the Supporting Participant members in good standing with the relevant contribution and/or activity as set out in Article 5 of these regulations at the time of joining, or any amendments communicated by the member and approved by the Board of Directors. The Register of Supporting Participants is saved in a digital format in accordance with the regulations in force and is updated annually on 31st December.

Participation in the meetings of the Board of Supporting Participants is reserved solely for Supporting Participants themselves.

The Board of Supporting Participants meets at least once a year to give an advisory opinion on the four-year and annual plan, together with the budget and the final balance sheet. It is convened and chaired by the President of the Foundation.

Every 4 years, upon the proposal of the President and by the 30th of November, the Board of Supporting Participants appoints three members of the Board of Directors to represent the three categories of the Board, according to the size and expertise of the membership.

Criteria of representation for designating category members are established by the Board of Directors with a resolution approved by a two-thirds majority within the first budget of each four-year period.

Notices of meeting are valid if they are made in writing and sent at least 15 days in advance by e-mail (supplied by the member at the time of their membership) with a list of the items to be discussed, and the place, date and time of the meeting.

Meetings of the Board of Supporting Participants are considered valid if at least 50% of members are either physically present in the meeting space, or linked by video or teleconference, together with the President as set out in Article 14 of the Statute.

Resolutions are adopted with the favourable vote of the majority of those present. In the event of equal votes, the President has the decisive vote. If the meeting is not valid due its composition, a new meeting must be convened. Notice convening the Board can specify the date for the second call, at which the Board will deliberate on the same items that should have been dealt with in the first call.

This second meeting will be considered regularly constituted regardless of the number of participants present and will deliberate with the favourable vote of the majority. The resolutions of

the Board of Supporting Participants, in accordance with the law, the Statute and these Regulations, will be binding for all members, even those not in attendance or those who dissent.

The minutes of each meeting are normally taken by the Foundation secretary and published on the website. They must, however, be approved at the next meeting.

Art. 8 - Board of Directors - Regulations and operation

The Board of Directors is the administrative body of the Foundation, and its prerogatives are defined in Article 14 of the Statute.

The Board of Directors meets at least twice a year to approve the four-year and annual plan, the annual and four-year budget, and the final balance sheet. The Board of Directors may, however, be convened by the President whenever necessary, under Article 14 of the Statute. The meeting is valid even in the absence of convening formalities as set out in Article 14 if all members are present.

The meeting of the Board of Directors is convened by the President and is valid if at least 50% of the members are either physically present in the meeting space, or linked by video or teleconference, together with the President, as set out in Article 14 of Statute.

If a Board Member, with the exception of the Founders, does not attend three consecutive meetings without valid reason, they will forfeit their office.

Resolutions are adopted with the favourable vote of the majority of those present. In the event of equal votes, the President has the decisive vote. The resolutions of the Board of Directors, in accordance with the law and the Statute, will be binding for all members, even those not in attendance or those who dissent. If the Board of Directors is not duly constituted, a new meeting must be convened. Notice convening the Board of Directors can specify the date for the second call. In this second meeting the Board will deliberate on the same items that should have been dealt with in the first call and is declared duly constituted if at least one third of the Founder members, as well as the President, are physically present or linked via video or teleconference. It deliberates with the favourable vote of the majority of those present. The minutes of each meeting are normally drawn up by the Foundation secretary and sent by email to members. They must, however, be ratified at the next meeting.

Art. 9 – Executive Committee - Operation

The Executive Committee carries out the activities set out in Article 15 of the Statute.

The Executive Committee meets once a month. Its meetings and deliberations are governed by Article 14 of the Statute.

The Committee is convened by the President every time it is deemed necessary.

If all members are present, the meeting is deemed duly constituted, even in the absence of convening formalities set out in Article 14.

The minutes of each meeting are normally drawn up by the Foundation secretary and sent by email to members. They must, however, be ratified at the next meeting.

Art. 10 – The President of the Board of Directors

The prerogatives of the President are set out in Article 16 of the Statute. The President also coordinates the various bodies in order to ensure the proper functioning of the Foundation. All acts of external importance are signed by the President, acting on proposals from the Chief Executive Officer or the Scientific Director.

They are responsible for external communication and for the Press Office.

They coordinate the various Bodies of the Foundation for the communication of project activities and initiatives.

Art. 11 – The Chief Executive Officer

The Chief Executive Officer is a member of the Board of Directors and the Executive Committee and is also a member of the Scientific Committee.

The prerogatives of the Chief Executive Officer are set out under Article 17 of the Statute.

For the purposes of the Administrative Management referred to in Article 20, acts of external importance are submitted to the President.

For the purposes of the opinions set out in Article 17, they coordinate with the Scientific Director in order to simplify the relevant activities.

Administrative Accounting Management is governed by the provisions of Article 20 *et seq.* The Chief Executive Officer may appoint a Treasurer to submit to the Board of Directors for approval.

Art. 12 – The Scientific Committee – Functions, structure, regulations and operation

The Scientific Committee is the Foundation's body of reference for scientific research, culture, training and innovation, as well as for planning activities. It formulates proposals and provides consultancy.

The Scientific Committee performs the functions set out in Article 20 of the Statute.

In particular, it carries out the following activities:

- It assists the Board of Directors in drawing up the Foundation's programmes of activities.
- It proposes research, innovation and training programmes and projects, together with their financial plans, to be submitted to potential donors of grants and scholarships for research that meets the Foundation's aims.
- It suggests cultural initiatives in cooperation with experts and the research and study

centres of companies and public and private institutions. These ensure a link between the Foundation's activities and the most important figures in sustainable development in the sectors in which the Foundation operates.

- It gives its opinion on the Foundation's major initiatives. In particular, regarding the stipulation of Framework Agreements with relevant universities and research and training centres.
- It prepares the guidelines for the Committee's multiannual and annual plan.
- It identifies and proposes members of the assessment committee for projects in general and WAAforAGENDA2030 action plan projects in particular. These will form part of the advisory committees of the Foundation's Board of Directors.
- It expresses its opinion on the appointment of the Chief Executive Officer.

The Scientific Committee is made up of a maximum of eleven full members and eleven alternate members, all chosen by the Board of Directors, from among leading figures in agronomy, the arts, economics, journalism, civil society, the World Association of Agronomists and its national branches, and from among sectors of the Foundation's activities.

The President of the Foundation and the Chief Executive Officer are members by right.

The Committee is chaired and coordinated by the Scientific Director.

The Scientific Committee's term of office is four years and individual members may be reappointed. As well as cases provided for by law and by the Statute, the office of member of the Scientific Committee cannot be conferred on anyone who is in an ongoing legal dispute with the Foundation, nor on anyone who is employed by the Foundation.

If a member resigns from their office or their office is terminated for any reason, the Director will notify the Board of Directors, which may decide to replace the Committee member. The new member will remain in office until the replaced member's mandate expires. If the majority of the members of the Scientific Committee cease to exist, the Committee will be dissolved, and the Director will promptly inform the President of the Foundation so that they may take note and take steps to form a new Committee. Should the Director fail to do so, it will be the responsibility of the President of the Foundation to carry out the tasks mentioned above.

The Scientific Committee will meet at the Foundation headquarters or at another place indicated by the Director at least twice a year to express its opinion on planning methods for the Foundation's scientific and educational activities, as well as any other act mentioned by the Statute.

Committee meetings can be held via videoconference, provided members are allowed to identify each other and contribute in real time to the discussion and are allowed to see or receive documents relating to the meeting.

The Scientific Committee is convened by the Director in writing (including via email), at least ten days before the date of the meeting. In urgent cases, the notice of meeting can be sent to members up to one day before the date set for the meeting via email.

Plenary sessions of the committee are, in any case, duly constituted.

The Scientific Director will convene the full members first and, in the absence of one or more full members, will select those who will have the right to vote from among the alternate members, so that the committee is duly constituted and can deliberate on the items on the meeting agenda.

The Committee is duly constituted if the majority of its members are present and deliberates by a simple majority. In the event of an equal vote, the vote of the Director or, in the event of their absence or impediment, of the oldest member acting in their place, will be decisive.

If there is a conflict of interest (even if only potential or not necessarily financial) in the decisions or activities related to the member's duties or personal interests, the individual member of the Committee must abstain from the relevant decisions and activities by explicitly declaring the existence of the conflict. This also applies to conflicts of interest as regards the duties or personal interests of the member's spouse, partner, relative, relatives in law (up to the second degree of kinship), people who they habitually frequent and persons or organisations with whom they or their spouse has a pending legal action, serious enmity or significant credit or debt.

The Scientific Committee's activities and decisions are recorded in minutes signed by the Scientific Director and the Secretary. These minutes are filed and stored at the Foundation's headquarters.

The Director prepares a three-year plan and an annual plan of the Scientific Committee's activities that meet the Foundation's aims and Plan. Once this has been approved by the Scientific Committee, it is submitted to the Board of Directors for approval by the end of October. By March of the year following the annual period of activity, the Director prepares a report on the Scientific Committee's activities to be submitted to the Board of Directors.

The Committee can be divided into working groups, with tasks and their duration established by the Committee itself. The Groups operate only as a reference. They prepare and instruct the work of the Committee and provide all the elements needed for its deliberations.

In particular, the Scientific Committee can identify from among its members or propose members of the evaluation committees of projects in general and of the projects of the WAAforAGENDA2030 action plan, within the framework of the advisory committees used by the Foundation's Board of Directors. A staff structure will support the Committee in performing its functions.

Under Article 27 of the Statue, members of the Committee are only entitled to reimbursement of any expenses, and these must be declared to the Board of Directors.

The aforementioned costs will be included under the item "operating costs of the social bodies" of the Foundation.

Art. 13 – The Scientific Director

The Scientific Director is proposed by the President of the Foundation and appointed by the Board of Directors.

The Scientific Director chairs and coordinates the Scientific Committee. They are a member of the Board of Directors and the Executive Committee.

They prepare preliminary studies for the Scientific Committee. In particular:

- Research, innovation and training programmes and projects with related financial plans to be submitted to potential funders for the award of grants and scholarships for research that meets the Foundation's aims.
- Framework agreements with universities and research and training centres.
- Guidelines for the Scientific Committee's multiannual and annual plan.

- Identifying and proposing members of the evaluation committee for projects in general and, in particular, projects of the WAAforAGENDA2030 action plan.

The Director also carries out any other activity necessary for the proper functioning of the Scientific Committee.

Art. 14 – The Sole Auditor

Under Article 26 of the Statute, the Sole Auditor is appointed by the Board of Directors and remains in office for three years. Their remuneration is decided by the Board of Directors.

The auditor gives prior approval of administrative acts of external importance before the final approval by the Board of Directors or the Executive Committee.

They monitor the economic performance of the Foundation through quarterly checks on funds and related expenditure in order to see that they meet the budget, by drawing up a special report to be attached to the acts.

They also check the accounts and the accuracy of the final balance sheet by drawing up a report to be attached to the acts.

Art. 15 – The Honorary President

Under Article 14 letter g) the Honorary President is proposed by the President and appointed by the Board of Directors.

They are chosen from amongst eminent professionals who have distinguished themselves internationally and have been important representatives of their professional category.

The office is for life. They have the right to take part in the life of the Foundation, including in a representative capacity. They may be part of the Board of Directors without voting rights.

Art. 16 – The Honorary Committee

The Honorary Committee is constituted according to Article 22 of the Statute.

It is established to highlight the prestige of the Foundation and is made up of highly prominent figures, including institutional figures.

The appointment is the exclusive prerogative of the President, after a careful preliminary assessment by the Scientific Committee of the CVs of candidates recommended by the Board of Directors. The Scientific Director will then draw up a shortlist of names in the Foundation's various areas of action to submit to the President for nomination.

The Honorary Committee has the task of advising and guaranteeing that the Foundation functions properly from a cultural, deontological, behavioural and ethical point of view.

It acts as a link between the institutions of various countries, as well as international institutions.

The role of Honorary Committee member is personal and is for life.

Art. 17 – Advisory Committees

Under Article 14, letter p), the Board of Directors may establish advisory committees with non-binding advisory functions related to various aspects of the Foundation's life. Advisory committees are established by resolution of the Board of Directors.

In particular, the advisory committees dealing with the evaluation of projects in general and the WAAforAGENDA2030 Plan projects may be proposed by the Scientific Committee. The members of the project evaluation advisory committees may also be chosen from within the Scientific Committee.

Art. 18 – Cultural Advisors

Under Article 16 of the Statute, the Foundation's Cultural Advisors are proposed by the Scientific Director and appointed by the President of the Foundation.

They are reference points for various territories and for the different thematic areas of the Foundation's activities.

Art. 19 – Publishing and Communication

The Foundation may be involved in publishing to promote the work, project activities and cultural initiatives it has developed to the outside world. To this end, it may establish agreements to pursue the aims defined by the Board of Directors in the multiannual and annual Plan.

It may also establish a press office with online and printed communication tools to promote the initiatives developed and support the WAA (World Association of Agronomists) in its institutional work.

The responsibility is entrusted to a registered journalist, who will take on the role of Head of the Press Office. This Office will be in charge of ensuring and promoting all information on institutional activity and circulating it externally, by preparing and issuing press releases, mass media relations, organising press conferences and anything else necessary to achieve the aims set out in the Annual Communication Plan. It also manages the press review, which is submitted to the Foundation's Executive Committee and the WAA Board of Directors.

The Foundation's official international magazine is WAAmagazineonline. The magazine is digitally edited and is available online. The Editorial Board is appointed by the Board of Directors and is governed by specific regulations. The regulations are approved by resolution on the part of the Board of Directors.

The institutional portals are:

<https://www.worldagronomistsassociation.org>

with subdomains

expo.[worldagronomistsassociation.org](https://expo.worldagronomistsassociation.org)

congress.[worldagronomistsassociation.org](https://congress.worldagronomistsassociation.org)

<https://awaf.foundation/>

awaf-foundation.org - redirect to awaf.foundation

fondazionewaa.org - redirect to awaf.foundation

waafoundation.org - redirect to awaf.foundation

<https://www.waaforagenda2030.org/>

Art. 20 – Administrative accounting management

20.1 - Payment orders

Payments are made through payment orders, prepared by the Chief Executive Officer after verifying that the expenditure is legitimate, related documentation is in order, the exact allocation in the budget and the availability of funds necessary. Payment orders are signed by the President for amounts exceeding EUR 1,000 and by the Chief Executive Officer for amounts below EUR 1,000, taking into account the powers of signature. The payment orders contain the following information:

– heading, date of issue and progressive order number – name and address of the creditor – reason for payment – sum to be paid – method of payment – authorisation signatures

Orders must be clearly written, with no cancellations or alterations of any kind. If there are any material errors that do not require the cancellation and replacement of the order, they must be accompanied by footnotes initialled by one of the signatories.

20.2 Petty Cash

A cash fund (“Petty Cash”) will be set up. Its amount is established, according to budget limits, by resolution of the Board of Directors. The Petty Cash Fund will be used for small expenses needed for the day-to-day running of all the Foundation's services, as well for any urgent and nondeferrable expenditure, subject to authorisation by the President or the Chief Executive Officer under the terms of Article 11 of these Regulations. It is forbidden to use funds from Petty Cash for any uses other than those referred to in this article, even temporarily. It is also forbidden to receive money or other valuables that are not the Foundation's property as part of Petty Cash. Outgoings from Petty Cash must be recorded in special registers. Petty Cash management will be audited at least once a month by the Sole Auditor, who draws up the relevant report, and by the Chief Executive Officer.

20.3 – Financial services

Financial services are provided by a credit institution responsible for the same. One or more bank accounts may be opened with this institution. Financial services are carried out on the basis of a specific contract stipulated with credit institution. The service is carried out electronically to verify and keep track of movements.

20.4 – The Foundation's contractual activities

All the Foundation's purchases, supplies, sales, works and services shall be made in accordance with the following provisions and, in any case, within the limits of compatibility with the budget. Once the internal procedures referred to in the following points have been carried out, the Foundation's contracts will be signed in accordance with the relevant provisions of these Regulations.

1 – Choice of Contractor

The choice of those invited to submit tenders and bid for the Foundation's contracts shall be governed by impartiality and transparency.

The fundamental criteria for the choice of the contractor are verified technical and economic ability, as regards the subject of the contract to be stipulated, as well as verification, through appropriate investigations, of its commercial and financial correctness and reliability.

2 – Award Procedures

Contracts are concluded by the President, according to contractual provisions adopted by the Executive Committee. The provisions will state the subject of the contract to be concluded, its essential content, purpose and the administrative structure responsible for its conclusion.

3 – The Value of Contracts

The value of contracts is determined according to the amount of supply. In the case of continuous or divisible supplies, fractioning is not allowed, and the value of the contract will be determined according to the total amount of the supplies or services required.

4 – Competition Procedure and Letter of Invitation

The contractor will be chosen from at least three comparable offers by means of a written invitation. The letter of invitation must state: (a) the subject matter and content, including the economic content, of the contract (b) the timeframe and procedures for submitting the bid, in order to ensure secrecy and (c) the documentation required from the bidder in order to assess their technical suitability and commercial reliability.

The letter of invitation requires that tender bids must be made in writing and submitted in sealed envelopes to ensure secrecy. The letter of invitation also expressly states, in any case, that the Foundation reserves the right not to award the contract.

5 – Selection of Bids

The contractor will be chosen after the envelopes have been opened. If the selection of the contractor does not involve discretionary evaluations, it may be made in public, in the presence of any bidders who wish to attend. If the selection of the contractor does involve discretionary evaluations, as set out in the contractual conditions, the selection will be made in secret. In this case, the successful bidder and the other bidders will be immediately informed in writing as regards the award of the contract. Minutes of all steps taken in awarding the contract will be drawn up and

signed by no less than three members, who carried out the steps referred to in the preceding paragraph. The contract will be concluded after it has been awarded.

6 – Necessary Contents of the Contract

Contracts entered into by the Foundation will contain all the clauses necessary to ensure that the content and execution of the contract comply with the provisions of these Regulations and any other applicable law or regulation. Contracts must indicate the agreed price clearly and precisely. In the case of contracts for continuous supplies, the price may be adjusted with reference to certain and objective deadlines and parameters, established in price lists, price quotations or anything else duly approved by competent public bodies. The Foundation contracts must also state the duration of the relationship or, in any case, its expiry date, excluding any tacit renewal clause. It must also contain the following specific clauses: (a) the method of payment, excluding payment by draft or promissory note (b) penalties in the event of delay in supply, with stated amounts for each day of the delay and (c) for contracts for essential services or supplies, the Foundation's right to seek an alternative in the event of default by the supplier, including charging the supplier in default for extra costs incurred or any damages suffered.

7 – Storage of Documents

Originals of contracts concluded are stored by the General Secretary and copies are kept in the offices where they were drawn up.

20.5 – Benefits List

The Benefits List is a list of all the agreements between the Foundation and third parties, which offer products and/or services at favourable conditions to all members of the Foundation.

The Benefits List is updated every six months and is published on the website, with an attached application form.

This contains:

1. Conditions of eligibility.
2. The description of the offer with details of the benefits reserved for members of the Foundation.
3. What the offer is formed of and how booking or subscription is managed.
4. Procedures for providing the offer and the description of activities involved, with reference to the specific type of offer.
5. The facility's accessibility by means of transport and the eventual availability of a transport service for the facility.
6. In the case of facilities that require the user to contribute to the costs: the types of fees applied and details of any additional costs for specific services; together with a security deposit, if applicable, and methods of application.

20.6 – Memorandum of understanding

In order to achieve its statutory aims, the Foundation intends to promote synergies and cooperation with various national and international institutions. Therefore, it will take all appropriate initiatives to facilitate the participation of public bodies, institutions and private individuals in its activities.

In order to carry out its projects, the Foundation may enter into deeds and contracts needed to implement and finance them. These contracts are usually intended as a relationship between private parties and often in relation to requested services, assignments or other.

The Foundation may also enter into Memoranda of Understanding or Agreements with public or private bodies, scientific, cultural and educational institutions, as well as with associations and foundations from other countries.

A Memorandum of Understanding is a document describing a bilateral or plurilateral agreement between two or more parties. Rather than a contractual obligation, it expresses a declaration of intent, indicating a pre-established common course of action, where the implementation of activities is postponed until the stipulation of specific conventions or simple agreements containing projects and financial plans to be approved as required.

An Agreement is between two or more parties and is often used when one of them is a public body. It usually expresses a common direction, but also defines a precise agreement, highlighting contents, methods of implementation and the financial commitment of the project(s) to be implemented.

Once the final drafts of the Memorandum of Understanding or Agreement prepared by the Chief Executive Officer have been established with the counterparts, they must be approved by the Board of Directors.

Art. 21 – Integrations to Regulations

These Regulations may be amended and/or supplemented by the Board of Founder Members when new provisions and/or regulations specific to a sector or activity are issued, or due to the need to regulate what was not provided for when the Regulations were first issued, on condition they comply with the provisions set out in the Foundation's Statute.

Art. 22 – Reference to Current Legislation

For anything not provided for in these Regulations, please refer to current legislations.

Approved by the Board of Directors on 30/04/2021

The President
Andrea Sisti, Agronomist

